

MAJOR HOME IMPROVEMENT PERMIT APPLICATION



App. Number _____

Property Information

Address _____ Lot _____
Parcel ID _____ Unit/Suite/Building _____ Zoning _____

Zoning Overlays

Historical Preservation Area ☐

Central Business District ☐

Owner Information

Name _____
Address _____
City _____
State _____ ZIP _____
Phone _____
E-mail _____

Project Information

Project Name _____
Total Sq Footage _____ Construction Sq Footage _____ Cost _____
Number of Structures _____ Number of Units _____ Acreage _____ Flood Zone _____

Contractor Information

Name _____ DBA _____ Registration No. _____
Address _____ City _____ State _____ ZIP _____
Phone _____ Fax _____ E-mail _____
Signature _____ Owner ☐ Authorized Agent ☐

Project Type

- ☐ A. Basement
☐ B. Garage
☐ C. Carport
☐ D. Room Add/Patio Encl
☐ E. Deck
☐ F. In-Ground Pool or Spa
☐ G. Other _____

Fees

____ Project(s) at \$50 per Project
(up to 1,000 square feet)
Total from above _____
State Fee (1 %)
For project types A-D
Total Fees Due _____

Submission Requirements

Basement

- Floor plan
- Electrical plan
- Plan showing major appliances, including furnace, water heater, washer/dryer, etc.
- Plumbing plan
- Materials being used (for framing, drywall, ceiling, carpet, etc.)

Garage

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Materials being used (for framing, drywall, ceiling, etc.)

Carport

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Materials being used (for framing, drywall, ceiling, etc.)

Room Addition

- Site plan
- Floor plan
- Elevation plan showing footer, foundation, walls and roof
- Electrical plan
- Mechanical plan
- Plumbing plan

Deck

- Materials being used (framing, drywall, ceiling, carpet, etc.)
- Site plan
- Elevation plan showing footer, foundation, joists, decking and railing
- Materials being used (joists, posts, decking and railing)

In-Ground Pool or Spa

- Site plan w/all existing elevations
- Manufacturer's specs
- Electric permit
- Pool Door Protection Form
- Swimming Pool/Spa Checklist

Office Use

Receipt/Trans. No. _____
Check No. _____
Date Entered _____
Date Issued _____
APPROVALS
Plans Examiner _____
Date _____
Zoning _____
Date _____
Issuing Authority _____
Date _____

24-Hour Inspection Line: 614-277-1815 - Inspections must be called in before noon for next-day service.
You may also use the online inspection service as late as 8 p.m. seven days a week to schedule next-day inspections.

Expires December 31, 2015